

1 - Citigroup in Jersey City is currently looking to hire a Mortgage Loan Processor. Link to apply: <https://nlx.jobsyn.org/155075cbe67f4088966041e934f5613a159>

Job Description:

- Driving & owning all activities of the loan processing from Underwriting approval through closing and funding
- This individual will own a medium to large pipeline of loans, including loans of greater complexity and clients with more complex needs
- Maintaining exceptional and frequent communications with Clients to ensure a seamless and first class client experience throughout the loan process
- Exceptional client focus and highly proactive mindset
- Ability to work under pressure and exceptional mindfulness of deadlines and due dates
- Exceptional judgment and the ability to escalate to management with a strong sense of urgency for all volatile client matters
- Timely preparation of mortgage documents
- Ability to obtain relevant information from clients, realtors, title companies, appraisers, bankers, accountants or anyone associated with the origination process in a timeline manner
- Appropriately assess risk when business decisions are made, demonstrating particular consideration for the firm's reputation and safeguarding Citigroup, its clients and assets, by driving compliance with applicable laws, rules and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct and business practices, and escalating, managing and reporting control issues with transparency.

Qualifications:

- 5+ years relevant experience
- Exceptional communication skills and high comfortability talking with important clients
- Strong proactive mindset with an exceptional attention to detail
- Proven track record of meeting tight deadlines and ability to act with urgency
- Ability to learn and follow key policies and procedures pertaining to the loan process and Citi
- Experience in mortgage loan processing &/or closing and mortgage industry knowledge strongly preferred

Education:

- Bachelors Degree

2- FedEx in Jersey City is looking to hire several part-time and full-time Package Handlers. Link to apply: <https://nlx.jobsyn.org/49fcec3ee8074c139d1194b77e19bbe0159>

Job Description:

FedEx Ground is hiring part-time and full-time individuals to load and unload packages in our fast-paced warehouse environment. Part-time employees typically work a 2-4-hour shift per day. Full-time employees work approximately two shifts per day of varying lengths. Package Handlers are responsible for warehouse duties including: the physical loading, unloading and/or sorting of packages of varying sizes and weights by hand, including lifting, pushing, pulling, carrying, scanning, placing packages, as

well as physical bending, twisting, kneeling and etc. in a safe and efficient manner. Shifts may vary depending on warehouse package volume and business needs.

Package Handlers will receive a competitive hourly rate and are eligible for an attractive benefits package including medical, dental, vision, vacation, holiday pay, parental leave and tuition assistance after completion of an eligibility period. Flexible schedules are offered at many of our locations and will be discussed during the hiring process.

Individuals who are interested in starting their journey with FedEx Ground must be at least 18 years of age and will be required to watch a virtual job preview before moving forward with the employment application process.

3- Stevens Institute of Technology in Hoboken, NJ is currently looking to hire a Business Operations Assistant. Link to

apply: <https://nlx.jobsyn.org/a373743e2e4c45d48fc393c6196bd3cc159>

Job Description

The Business Operations Assistant position provides administrative support to the Assistant Director of Business Operations, including but not limited to: utility bill payment and reconciliation, processing weekly dining vendor catering invoices and billing departments, general clerical and project based work, and other duties as assigned.

RESPONSIBILITIES

Process payment, reconcile, and track utility bills and oversee utility accounts. Ensure bills are processed for payment in a timely manner. Troubleshoot billing discrepancies and seasonally assist with opening and closing accounts when leased housing inventory turns over. Assist in managing leased housing internet and cable accounts, and reconciling monthly internet bill. Coordinate with Housing Operations Manager to ensuring account information is accurately maintained regarding new and returned equipment return. Process weekly dining vendor catering invoices for payment. Issue weekly departmental billing for catering invoices. Assist in entering data for monthly departmental P&L reports. Assist with summer cleaning and painting invoice reconciliation. Monthly review of water cooler supply inventories at 3 RA offices and for RDS. Maintain electronic filing of all bills. Assist with ensuring leased housing information is accurate and up to date. Assist with Summer Conference processing, billing, and analysis. General office support including: Scanning, photocopying, mailing, filing, faxing. Answer telephones and transfer to appropriate staff member. Meet and greet residents and visitors with courtesy.. Special projects and other duties as assigned.

QUALIFICATIONS

Bachelors degree from accredited institution. Majors in Accounting, Finance, or Business preferred. Expertise in Excel required, general knowledge of Microsoft Office required.. Strong, positive communication skills a MUST. Customer service experience preferred. Ability to project a professional image through in-person and phone interaction. Ability to work as part of a group as well as independently to achieve area, department, and institutional goals. Understanding of a commitment to the mission and purpose of Stevens and Residential & Dining Services. Ability to role model and enforce the policies of Stevens and Residential & Dining Services.

General Submission Guidelines:

In order to be considered a candidate for any job at Stevens, you must submit an online application. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

4- To continue your job search: ww.usnlx.com. The Provident Bank in Jersey City is looking to hire an Universal Banker. Link to apply:

Job Description:

The Universal Banker position is a “career level” position that performs both Teller and Platform duties. The responsibilities may vary day to day based on the work that needs to be done in the branch that day. Responsibilities include responding to customers’ needs by processing a variety of financial transactions including but not limited to opening accounts, cross selling, tele-consulting, developing relationships thru a book of business, and servicing accounts, check cashing, withdrawals, deposits, and loan payments and/or greeting customers, and performing customer needs assessment (profiling). The Universal Banker may also research and resolve account issues or customer inquiries, promotes organizational products and services by referring current or prospective customers to other departments within the organization. This position is responsible for meeting sales expectations, which include deposit, loan and revenue expectations, generating sales and referrals as well as managing and balancing cash drawers. Responsibilities also include assisting the banking center supervisor with teller line and end of day functions and preparing daily paperwork according to branch procedures. This position may be eligible to obtain Life and Health Licensing. Works under general supervision.

MAJOR JOB RESPONSIBILITIES -

The Universal Banker’s duties and responsibilities listed below are categorized into general 3 areas - Sales, Service and Operations. Sales: Meet customer sales referrals and cross-selling goals; knows the features and benefits of all products and services to satisfy the needs of the customers. Promotes bank products, refer or resolve customer inquiries concerning accounts or other banking services. Actively refers clients for commercial business to branch manager

Exceed client expectations through active engagement, commitment and dedication to servicing and building customer relationships. Advance the Bank’s Corporate Sales Program through the consultative profiling of clients to develop new relationships and build upon existing ones and is responsible for managing and growing a book-of-business. Service: Direct clients and identify opportunities through lobby management. Assist clients with branch technology and provide referrals to other lines of business. Helps maintain cost efficiency to achieve goals of the branch; assures quality of customer service and adherence to sales and brand standards

Supplements general platform sales and service responsibilities as required. Exhibit and execute on customer service protocols. Operations: Ensures operational and financial safety and soundness. Leverages Lobby management as a tool for managing risk. Establishes customer identity according to established guidelines and adheres to all other compliance procedures. Assist Branch Management with Branch operations as needed. Performs teller duties including but not limited to: check cashing, withdrawals, deposits and loan payments. Ensures compliance with policies and procedures as required. Prepares and/or completes CTR/SAR procedures on appropriate transactions. Must be able to work a flexible hourly schedule as requested. May be asked to travel to other locations / branches. Assists in training other branch personnel. Provides access to safe deposit boxes. May perform other duties as requested.

SKILLS

Good interpersonal skills, including listening, written and verbal communication. Ability to work with a wide variety of personalities in a courteous and professional manner. Solid math and analytical skills. Ability to understand and follow safety and security practices. Good relationship building skills. Ability (strong) to build relationships through consultative conversations and to identify customer needs and translate those needs to sales opportunities. Strong customer service/advocacy skills. Good organizational and time management skills. Good PC skills; and the ability to quickly learn other computer programs, including Microsoft office

EDUCATION

High school diploma or GED

WORK EXPERIENCE

1 - 2 years in a retail sales/service environment
Banking experience a plus.

5- Capstone Logistics, located in Jersey city is currently looking to hire for a Lead Warehouse Associate. Salary \$520-\$680+ Paid Weekly,

Link to apply: <https://nlx.jobsyn.org/7b715983a6bb46ff8ed0ea9a004f999b159>

Capstone Logistics is the premier provider of 3rd Party services in distribution centers across the nation. With a foot print of over 400 DCs in 45 states and Canada, Capstone is THE preferred partner for many major Retailers, Groceries and specialty companies. With high-growth expected this year, we are looking for top talent that is interested in career opportunities to grow with us!

WHY YOU SHOULD WORK WITH US:

- Full-time permanent career day one
- Various Shifts Available
- Full benefits offered after 60 days of employment
- Career growth! We look to promote from within first with over 400 sites and growing there is tons of opportunity!
- Join our travel team, see the country, learn how all of our sites operate

THE OPPORTUNITY:

- This is the next step in an associate's path to management
- You will learn all aspects of receiving /unloading or loading operations within a warehouse facility, working alone or in teams with minimal supervision
- Work with a high level of direct contact with customer's staff and outside delivery personnel; emphasis is placed on the ability to relate in a positive, friendly manner
- Oversee a specified area within work environment to maintain consistent workflow and meet customer expectations
- Handle the movement of pallets and cases on and off trailers and other vehicles by using a forklift, pallet jack or by hand

WHAT Success Looks like:

- High-energy individual with a strong work ethic
 - Self-motivated with ability to work with limited supervision
 - Independent decision maker as needed to accomplish tasks
 - Lift and carry a minimum of 50 pounds repeatedly throughout shift
 - Handling of freight as directed by Capstone management and customer, meeting company standards, customer time lines and maintaining a safe work environment
 - Calculate and communicate load pricing to drivers; collect fees and balance at end of shift
 - Keeps Site Supervisor and Manager informed regarding conditions on the dock, accomplishments and concerns; contributes suggestions for improvements
 - Flexible work schedule due to changing operational needs
 - Strong organization and prioritizing skills
 - Sit or stand for periods in office as well as warehouse environment (concrete flooring and changing temperatures)
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6 - Public Consultant Group is looking to hire a Consultant Social Services Coordinator. Job location: Jersey City. Link to apply: <https://nlx.jobsyn.org/a2ffc25a32a148ec88d55384be1808b0159>

Public Partnerships LLC, a subsidiary of Public Consulting Group supports individuals with disabilities or chronic illnesses and aging adults, to remain in their homes and communities and “self” direct their own long-term home care.

Duties

Manage Caseload

- Manage a Caseload of 110-130 Program Participants
- Maintain required contact with assigned participants, including telephone calls and quarterly home visits
- Respond to participant inquiries
- Maintain email communication with participants, as needed
- Resolve participant issues

Provide participants with practical skills training in areas such as:

- Locating community resources;
- Recruiting, selecting, hiring, training, and supervising employees
- Purchasing goods and services;
- Managing a monthly budget to pay for their direct care workers

Assist participants to:

- Enroll in the Personal Preference Program
- Complete required enrollment paperwork
- Identify community resources, services and supports to meet their life goals;
- Develop their spending plan and schedule their employees to stay within their monthly budget
- Assist direct care workers, to complete required paperwork to be employed by the participant;
- Monitor participant health and safety through monthly phone contact and quarterly home visits (as needed);
- Maintain progress notes in accordance with NASW standards;
- Report and respond to participant complaints and grievances;
- Act as mandated reporter for allegations of abuse, neglect, and exploitation.

Qualifications

Required Skills

- Ability to manage own schedule and work independently with minimal supervision
- Strong Microsoft Office applications skills
- Commitment to exceptional client service
- Creative problem-solving ability and a consultancy mindset
- Dedication to accomplishing goals and challenges presented by clients and management
- Ability to interact with various levels of management and with clients
- Flexible, self-starter possessing intellectual curiosity
- Enthusiasm for life-long learning and staying well-informed about current business issues
- Proven ability to take initiative to move daily work forward
- Able to follow, critically evaluate, and improve upon current processes
- Excellent oral and written communication skills
- Ability to use sound judgment in completing tasks and to seek guidance when needed
- Ability to recognize issues and identify solutions

Education & Experience

- Minimum of one (1) year of experience working with individuals with disabilities and/or senior citizens required;
- Bachelor's degree in relevant field preferred
- Knowledge of Medicaid services preferred

Other Requirements

- Criminal Background Check
 - A valid driver's license, access to a motor vehicle, and active vehicle registration, inspection and insurance certification required.
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7 - U-Haul Company is currently looking to hire an Auto Detailer/Driver for the North Bergen location. Link to apply: <https://nlx.jobsyn.org/72f178bb0e2746658400c44f3b1f0c3a159>

Job Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Position requires a valid driver's license and a good driving record to operate a motor vehicle. Adhere to all local vehicular regulations while driving.

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts or machines, fumes or irritant chemicals. May be required to use protective clothing, or gear such as masks, goggles, gloves or shields.

The work requires some physical exertion such as long periods of standing, walking, recurring bending, crouching, stooping, stretching, reaching or similar activities, and lifting a minimum of 50 lbs assisted or unassisted.

AMERCO and its family of companies, including U-Haul, have strived to create a culture of health and wellness

8- CarePoint Health Management is looking to hire a Registered Nurse. Link to apply for their Hoboken location: Link to apply: <https://nlx.jobsyn.org/0a5cd0ee537844db9cc6581eac5fcd8d159>

Responsibilities

RN is responsible for assessing, implementing and evaluating the delivery care; the professional nurse assumes the responsibility and accountability for the delegation of patient care to other members of the health care team which may include coordination of services with rehabilitation staff to maximize the patient's independence to return to their prior residence;

Qualifications

- RN/NJ License
- BLS, ACLS and PALS required
- BSN preferred
- Relevant experience preferred
- NIHSS (National Institute of Health Stroke Scale)

Full Time 7:00pm-7:30am rotating weekends and holidays